April 17, 1955

Minutes
Officers' Meeting
Sunday, March 20, 1955, New York City

Present

Arthur J. Altmeyer, President
Sidney Hollander, First Vice-President
Lucile Kennedy, Third Vice-President
Arch Mandel, Treasurer
Brooks Potter, Past President
Joe R. Hoffer, Executive Secretary
Ruth M. Williams, Assistant Executive Secretary

Arthur J. Altmeyer, presiding

I. Approval - Agenda

The provisional agenda was approved in the form in which it had been distributed.

II. Information - Report on Administrative Developments since November meeting

In the discussion of the report which had been distributed to all members of the Executive Committee prior to the meeting the following points were brought out:

1. Annual Forum. The Executive Secretary reported on his recent West Coast trip during which he visited Los Angeles, San Francisco, Portland and Seattle. In general, he felt the arrangements were proceeding well, although he indicated that it was still impossible to estimate accurately what the total costs of the San Francisco meeting were going to be. He said the Bay Area Sponsoring Committee had accepted all the assignments which the Conference had asked it to undertake. In discussing the anticipated attendance, Miss Kennedy said it was too early to tell about the numbers from California since most individuals and agencies were just now beginning to make their plans. She also pointed out that most Californians would not make hotel reservations through the Housing Bureau, which made the task of estimating more difficult. The Executive Secretary said intensive promotion of attendance was just beginning on the West Coast.

Mr. Altmeyer reported that there was still one General Session speaker to be found -- for Wednesday evening on "The Impact of International Tensions on People."

Several prospects were suggested to Mr. Altmeyer to supplement the list proposed by the Program Committee. There was also some discussion of possible other titles for Mrs. Meyer's speech, and Mr. Altmeyer agreed to write her about the matter.

2. Membership Promotion. The Executive Secretary reported on the progress to date in establishing ad hoc membership committees in various sections of the country as authorized by the Executive Committee. He said on the basis of experience so far, he considered it essential that such committees be related to some ongoing organization, and he felt the state conference was the

logical group. There was general agreement with this principle, although it was pointed out that in cases where the state conference was not an effective organization and could not be expected to be of assistance to the Conference, it might be necessary (and desirable) to find some other group. It was suggested that perhaps there should be further experimentation with joint memberships with state conferences.

3. Associate Groups. The Executive Secretary reported on an informal meeting he had held with Melvin Glasser, chairman of the YIAC committee on relations with national organizations, and Joseph P. Anderson and said that the Conference might be receiving a proposal from the new National Association of Social Workers concerning its participation in the Annual Forum program planning process.

A background memorandum, which had been prepared by the Conference and Assembly staffs for use at the March 21 meeting of the officers of the two organizations, was distributed. There was considerable discussion of the coming meeting, and it was agreed that the emphasis should be on problems of common concern and ways of meeting them rather than on matters dealing with formal structure.

The need for similar meetings with other groups was mentioned. The growing similarity in program content between the annual meeting of the Council on Social Work Education and the Annual Forum was pointed out as an area for exploration.

III. Election - Members-at-large of Program Committee

John Tramburg of Madison and Roy Sorenson of San Francisco were selected for three-year terms as members of the Program Committee, beginning at the close of the 1955 Annual Forum. Barbara Coughlan of Nevada and Arthur Kruse were named as alternates.

IV. Election - Member of Executive Committee

Morris Zelditch of the Council of Jewish Federations and Welfare Funds was elected to fill the vacancy on the Executive Committee caused by the death of Isabel Kennedy.

V. Action - Report on Associate and Special Groups and Exhibitors

The Executive Secretary presented a staff proposal for a project to expand the commercial exhibit program at the Annual Forum. This would involve securing the services of Miss Patricia Tickell, who has had considerable exhibit promotion experience with the Girl Scouts of the U.S.A. and who is available on a part-time basis. Miss Tickell would provide consultation service to the Conference staff on aspects of the exhibit program, establish contacts with prospective commercial and non-commercial exhibitors, do direct selling and manage the exhibit program during the Annual Forum. The budget submitted by Miss Tickell for this project for the period April 1, 1955 - April 1, 1956 totalled $10,000 (staff, administrative services, increased rental for additional exhibit space, travel and per diem). Her estimate of the additional income for the 1956 Annual Forum is $27,500. - leaving a possible net profit of $17,500.

Mr. Hoffer said the staff felt the estimated income was high for 1956 but might be achieved at the end of a three-year period. He considered, however, that the potential appears large enough to warrant the Conference's undertaking the project as of April 1, 1955. He estimated that during 1955 and 1956 a sum of $5000. might be needed to underwrite current expenses of the project, and he recommended expenditures from reserves for this purpose as follows:

Life Membership Reserve	$1,000.
Special Projects Reserve	2,000.
Annual Forum Reserve	2,000.
Total	$5,000.

Mr. Hoffer indicated that he would anticipate that these Reserve funds would be reimbursed by the end of 1956.

The proposal was adopted, and the Executive Secretary was instructed to negotiate the necessary agreement with Miss Tickell. The payments from the reserves as outlined were authorized if they were necessary to meet the expenses.

VI. Action - Selection of recipients of NCSW Awards for 1955

The officers reviewed the nominations for the NCSW Awards and the ratings given by the members of the Executive Committee, all of whom had been circularized. The final decision was that three Awards should be presented, all for unusual contributions in advancing social welfare, and that there would be no indication on the certificate or in the presentation that one was an award in practice, one in research, etc. It was recommended that this procedure be followed in the future, although nominations should still be sought in the various categories in order to provide a fair basis of comparison for individuals proposed.

It was agreed that an effort should be made to keep the names of the recipients confidential and that the President would report verbally to the Executive Committee at its meeting on Sunday, May 29.

The staff was asked to prepare an outline of a plan for selecting the recipients at the November meeting of the Executive Committee in the future. It was recommended that another category be added to the present ones, i.e. contribution to social work education. There was also agreement that in general the Awards should be given to people who had not received recognition from the field.

VII. Decision - Agenda of the annual meeting of NCSW members at San Francisco

The Officers agreed that there should be an effort to give Conference members an opportunity for direct participation in the annual meeting in San Francisco — through buzz groups or other techniques. It was proposed that the Executive Secretary present a summary of the major problems and issues facing the Conference and invite a group of the past Presidents to discuss them. Opportunity would be provided for general discussion and participation by the members.

VIII. Consideration - Basic Issues and Problems

The Executive Secretary raised a question about the method to be used in preparing the draft statement of basic problems and issues requiring forum consideration to be presented to the May 29 meeting of the Executive Committee. The staff

was instructed to circularize Subcommittee A in order to determine whether enough members would be present in San Francisco in order to carry out this assignment as it had done in 1954. If not, the Executive Secretary was authorized to supplement the Subcommittee with other members of the Executive Committee.

IX. Other business

Miss Williams reported that the Conference had been invited to join the Council of National Organizations of the Adult Education Association. Although the Conference did not generally join other organizations, it seemed to the staff that this was a logical affiliation since the Council was composed of groups working in the field of adult education. She said the financial obligation at the present time would not be more than $50. The officers approved the affiliation.

X. Next meeting of Committee

The Executive Secretary reminded the officers of the following meetings in San Francisco:

Sunday, May 29 - 12:30 P.M. - 3:30 P.M. (sandwich luncheon)
Friday, June 3 - 7:30 A.M. - 9:00 A.M. (breakfast)

Ruth M. Williams
Secretary Pro Tem

EXECUTIVE COMMITTEE

Minutes
May 29 and June 3, 1955
San Francisco, California

Attendance

Arthur J. Altmeyer, President
Lucile Kennedy, Third Vice-President
Saul Bernstein, Secretary
Arch Mandel, Treasurer
Benjamin E. Youngdahl,
1956 Presidential Nominee
Victor Carlson
Anne E. Geddes
Maxwell Hahn
Mrs. Sumner Spaulding
Wayne Vasey
Elmer Andrews (June 3 only)
Eva Hance (June 3 only)
Mrs. Val Keating (June 3 only)
Anne Wilkens (June 3 meeting)

Staff

Joe R. Hoffer, Executive Secretary
D. E. Proctor, Asst. Executive Secretary (June 3 only)
Ruth M. Williams, Asst. Executive Secretary (June 3 only)
Mrs. Eula Wyatt, Administrative Assistant (June 3 only)

Arthur Altmeyer, presiding

Sunday, May 29, 1955

I. Approval - Minutes of November meeting

The minutes of the November meeting were approved in the form in which they had been circulated.

II. Approval - Agenda

The agenda for the two San Francisco meetings was approved in the form in which it had been distributed.

III. Information - Report on administrative developments since Officers' meeting

In the discussion of the administrative report which had been distributed prior to the meeting as an attachment to the agenda, the following matters received attention:

1. 1955 Annual Forum. The Executive Secretary outlined the responsibilities of the various staff members and indicated where they could be reached during the week.

   Mr. Hoffer reported that the Conference would probably be charged by the hotels and the Civic Auditorium for certain services and facilities without previous indication that such charges would be made. The lack of authority of the San Francisco Convention Bureau and the lack of competition from other West Coast cities for large convention were cited as probable contributing factors to the unfavorable situation in San Francisco. A motion was made, seconded and passed that the Executive Secretary be empowered to consult with other national organizations about making a strong protest to the offending groups.

   Mr. Hoffer said that it was not possible to make an accurate estimate of registration at the present time. He reported advance registrations of 1800-2000 (about the same as previous years), and hotel reservations

from East of the Mississippi exceeding the figures for 1947. He felt there was a good likelihood that the figure of 4500 registrations used in the 1955 budget would be achieved.

Mr. Hoffer reported that about ninety people were on the train tour from New York and Chicago and from all reports were enjoying it. He anticipated that the rebate from the Sante Fe Railroad to the Conference should be adequate to pay travel expenses for several staff members.

Mr. Altmeyer reported the following changes in the General Sessions programs as previously announced: (1) Mr. Schottland would read Mrs. Hobby's paper because she would be unable to attend. The paper would deal primarily with economic trends rather than with medical care. (2) Since Mrs. Meyer would be unable to be present because of illness, T. V. Smith had been moved to the Friday morning spot.

2. Change of Name. The Executive Secretary said the expression of opinion of Conference members about the change of the organization's name to National Conference on Social Welfare was as follows:

For change	959
Against change	683
Not voting	385
Total	2027

Differing opinions were expressed as to the meaning of this vote, and it was decided to postpone any action on the matter until the November meeting of the Executive Committee. Consideration would be given at that time to whether the preposition should be "on" or "of". It was suggested that means be employed to stimulate the thinking on the part of Conference members about the significant ideas behind the proposed change.

IV. Information - Treasurer's Report

Mr. Mandel reported that the financial situation of the Conference would depend on the income from registration and income during the coming week and the amount of charges for meeting rooms, equipment rentals and services. He anticipated, however, that the total income and expenditures would be within the budgeted figures.

V. Action - Approval of Associate and Special Groups and Exhibitors for 1956

There were no questions raised by members of the Committee or the staff about any of the Associate or Special Groups or exhibit prospects for 1956. Applications for Associate and Special Group status for 1956 were now coming in, according to Mr. Hoffer, and any special cases would be brought up at the November meeting of the Committee.

VI. Approval - Revised plan for NCSW Awards

Mr. Altmeyer announced that the NCSW Awards for 1955 would be given to: Miss Edith Baker, Fedele F. Fauri and Miss Elizabeth Wickenden. He said the presentations would be made at the Sunday evening General Session.

In discussing the plan, it was agreed that better ways should be found for discovering potential recipients. It was felt that the criteria should be reviewed, and Miss Geddes and Mr. Vasey volunteered to scrutinize the present criteria and

Friday, June 3

I. Welcome to new members

The President welcomed Mr. Andrews, Miss Hance, Mrs. Keating and Miss Wilkens as new members of the Committee.

II. Supplementary financial report

Mr. Mandel reported that the final registration figure for the Annual Forum would probably be slightly over 5,200, or 700 more than the figure which had been used as the basis for the 1955 budget. The estimated income from this source was $24,500, or $2,000 more than the amount budgeted. He reported that it was still not possible to obtain an accurate picture of the total expenditures in San Francisco, but the present estimates indicated that they would probably be within the budgeted figure. The combination of these factors should result in a favorable financial condition at the end of the fiscal year.

III. Consideration - Issues arising out of the present Annual Forum

There was a consensus that the annual meeting of National Conference of Social Work members on Wednesday afternoon had been extremely successful and that in view of the interest expressed by those present in the subject of social action and the role of the National Conference, it would be important for the Executive Committee to give further attention to the matter. It was recognized that there was not time to go into the matter fully at the present meeting, but several suggestions for follow-up were put forward:

1. The desirability of a meeting at the 1956 Annual Forum outlining the functions of various national agencies, particularly with regard to social action, i.e. the Assembly, the National Association of Social Workers, the American Public Welfare Association, since it was obvious that many who attended the Wednesday afternoon session were unclear or misinformed on this point.

2. The possibility of a special, experimental meeting in 1956 demonstrating the process that would be involved if the National Conference were to become a social action body.

3. Asking the Common Service Committee on Methods of Social Action, which will arrange meetings in 1956, to consider some kind of a session following up on the 1955 meeting of Conference members.

4. The possibility of a session in 1956 at which some of the state conferences with social action programs would report on the procedures they use, the degree of success achieved, etc.

Miss Williams reported briefly on the informal interviewing which had been done during the week by a group of thirty-five volunteers as a part of the evaluation process and said that a full report would be presented at the November meeting. She said that a cursory examination of the comments they had submitted indicated considerable dissatisfaction with the opening General Session. This led to some discussion of the major purpose of the opening Session, and it was generaly agreed that it would be highly desirable for the Conference President to deliver his address on Sunday evening whenever possible.

Mr. Altmeyer reported on an editorial in one of the San Francisco papers in which it had been stated that the National Conference "board of directors" had taken action with regard to the participation of Scott McLeod on the program of the American Immigration Conference at the Annual Forum. He said that after consultation with a number of persons he had decided not to issue a formal reply to the editorial, since he was convinced that it would only confuse matters further. He felt, however, that the incident pointed up the fact that in the public mind the meetings sponsored by the Associate Groups are bound to be identified with the National Conference, even though the Conference formally disclaims all responsibility for the subject matter or the participants.

With regard to the implied criticism in the editorial that only one side of the immigration question had been presented in the Wednesday evening General Session, several members of the Committee felt that further study needed to be given to the question of the extent to which it is necessary to present both sides of a subject. It was pointed out that only one side of many topics is presented in meetings at the Annual Forum.

Mr. Proctor reported on an incident of unauthorized distribution of literature in the Auditorium and attempts to secure petition signatures. He said the persons

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involved had been asked to stop and had then gone out on the sidewalk, following which the police had been called, since this was a violation of a City ordinance.

III. Other business

Miss Geddes reported that she and Mr. Vasey had reviewed the criteria for the NCSW Awards and recommended that they should not be changed at present but should be reviewed at the end of another year. They suggested, however, that at least one Award should regularly go to a person not working at the national level. The report was approved by the Committee.

The President reminded the group that Miss Kennedy and Mrs. Spaulding were attending their last meeting of the Committee and thanked them for their service. Mr. Youngdahl expressed the appreciation of the Committee to Mr. Altmeyer for the outstanding leadership he had given the Conference during the past year.

IV. Time and place of next meeting

The Executive Secretary reminded the Committee that the next meeting would be held in Columbus on Friday and Saturday, November 18 and 19, 1955.

Saul Bernstein,
Secretary

Minutes
Attachment #1
May 29, 1955

Summary of Meeting of Officers of National Social Welfare Assembly and National Conference of Social Work

Monday, March 21, 1955, 6:00 P.M.
Hotel Commodore, New York City

Present:

Robert E. Bondy
Lyman Ford
Melvin A. Glasser
Sidney Hollander
George W. Rabinoff
Arthur J. Altmeyer
Frederick I. Daniels
Joe R. Hoffer
Lucile Kennedy
Arch Mandel
Ruth M. Williams

Sidney Hollander, presiding

Background

The meeting was called at the request of the Executive Committee of the National Conference of Social Work to discuss common concerns of the Assembly and the Conference and to consider whether there were ways in which the two organizations could work together more closely. A Background Memorandum had been distributed to all participants in advance. It was pointed out at the start of the meeting that its main purpose was exploratory, that certain next steps might be agreed on during the meeting with regard to particular problems, but that no major policy decisions committing either of the two organizations were anticipated.

The discussion during the meeting focussed on three of the problems outlined in the Background Memorandum.

Strengthening State Conferences

There was general agreement that the problem was one of community organization for social welfare at the state level rather than how to assist state conferences per se. In view of the fact that state organizations may have a number of functions in addition to forum activities, such as planning, social action, federated fund-raising and coordination, the CCC, the Assembly, and the Conference all have a concern from the national level. It was finally agreed that probably the only way to approach the problem was on a state-by-state basis, trying to be of assistance to the state organization at whatever its present stage of development and needs. Mr. Ford said that in his view much could be accomplished by a single person using this approach, and it was agreed that he and Mr. Bondy and Mr. Hoffer would develop a project to secure funds for the purpose.

Group Work and Recreation

There appeared to be general agreement that perhaps the forum facilities of the National Conference could be used more effectively to assist in bringing together the fields of group work and recreation. It was decided that a meeting of the steering committee of the Education-Recreation Conference of the Assembly would be arranged in the near future, at which time Mr. Hoffer would discuss the problem with the members.

Public Relations for the Social Welfare Field

In considering the problem of how to secure a broad-gauged approach to better public relations for the entire field of social welfare, the following points were brought out:

1. A great deal of public relations work is being done (and large amounts of money spent), but most of it is specialized -- in support of a particular agency or one area of practice;

2. There is a need to stress the elements which are common to the whole field;

3. It is difficult to interpret social welfare or social work, as such;

4. It would be desirable if the field (or at least some of the national agencies) would agree on one major problem to be stressed in public interpretation efforts during the coming year (rehabilitation and the aging were suggested as possibilities);

5. It is not being advocated that any national organization or other group relinquish any of its own concerns, but rather that, wherever appropriate, attention be given in their public relations programs to the major problem that had been agreed upon.

It was agreed that these points should be aired at the Annual Forum of the NCSW in San Francisco, either in one of the meetings already scheduled or in a special meeting, if arrangements could be made at this late date. Following that, if there appeared to be sufficient interest, the Assembly would consider calling a meeting of representatives of the national agencies to decide on the specific steps to be taken.

Ruth M. Williams

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Agenda
Attachment #2
May 29, 1955

Report of Subcommittee A on Basic Problems and Issues

The Subcommittee reviewed the list of basic problems and issues for forum treatment prepared last May for the 1955 Program Committee and decided to draw up a new statement, rather than revising the old one. As was the case last year, the Subcommittee took for granted that the Conference has a continuing interest in the fields and subjects which have traditionally been its concern. This statement attempts to highlight some of the current concerns which the Subcommittee believes the Program Committee should bear in mind in developing the 1956 program. No attempt has been made to list the points in any priority order.

It should be noted that this list was drawn up without detailed knowledge of the 1955 program.

1. It would be desirable to have a positive approach throughout the program with some assessment of accomplishment. One possibility would be to have the keynote speech along these lines.

2. Since the members appear to favor changing the name of the organization to National Conference on Social Welfare, the implications of this change should be relected in the program. Such a change would indicate that there should be considerable emphasis on broad social issues.

3. The perennial question of the emphasis in the program on broad social problems and issues and on strengthening methods and techniques is not and "either/or" question. The important thing is to see that the program represents a balance between the two and does not go too far in either direction.

4. There are a number of timely problems which should be receiving greater attention from the social welfare field, or the field will lose them entirely. They are such things as: the chronically ill, vocational rehabilitation, corrections (probation, parole, protective services), administration of social services. It would be desirable to give special attention to some or all of them at the 1956 Annual Forum.

5. A stock-taking of social work in rural areas is needed, as this whole subject has been neglected in recent years.

6. The implications of suburban life for family should be analyzed and assessed. This is broader than the question of providing services for new communities and involves consideration of the problems created by the increasingly general pattern of the father working in one community and living in another.

7. Consideration of freedom and responsibility in a democratic society. It might be helpful to have a thoughtful analysis of this as there seems to be a good deal of confusion about the relationship between the two doctrines.

8. The responsibility of professional persons for using their skills to arouse more consistent support in legislation and the promotion of more adequate social welfare programs.

9. Analysis of the kinds of people who are entering the field of social work today. Such questions as whether too strong an emphasis is being placed on conformity, whether the sense of mission is being lost, etc. need to be analyzed.

January 4, 1956

EXECUTIVE COMMITTEE

Minutes

Fort Hayes Hotel, Columbus, Ohio
November 18 and 19, 1955

Attendance

Present

Benjamin E. Youngdahl, President
Mrs. Eveline M. Burns, First Vice-President
Thomas J. S. Waxter, Second Vice-President
Mrs. Val M. Keating, Secretary
Arch Mandel, Treasurer
Lyle Ashby
Victor Carlson
Alton M. Childs
Frank T. Flynn
Virginia Franks
Anne E. Geddes
Franz M. Goldmann, M. D.
Maxwell Hahn
Eva Hance
Margaret Hickey
Maurice O. Hunt
Laurin Hyde
David H. Keppel
Mrs. John Mason Moore
Alonzo G. Moron
Mrs. Russell Swiler
Wayne Vasey
Anne Wilkens
Morris Zelditch

Staff

Joe R. Hoffer, Executive Secretary
Downing E. Proctor, Assistant Executive Secretary
Ruth M. Williams, Assistant Executive Secretary
Mrs. Frances Schmidt, Public Relations Consultant
Mrs. Eula Wyatt, Administrative Assistant
Mrs. Dorothy Hankins, Administrative Assistant

Benjamin E. Youngdahl, presiding

I. Approval - Agenda

The provisional agenda was approved in the form in which it had been circulated.

II. Approval - Minutes of spring meeting

The minutes of the San Francisco meetings were approved in the form in which they were distributed.

III. Election - Treasurer for 1955-1956

Arch Mandel was elected Treasurer for the year 1955-1956.

IV. Information - Report on administrative developments

The Executive Secretary and members of the staff commented briefly on some of the items covered in the written administrative report, which had been distributed in advance as Attachment #1 of the agenda. Special reference was made to the following points:

1. San Francisco Annual Forum. Some confusion and misunderstanding had arisen when Scott McLeod failed to appear at the meeting of the American Immigration Conference, after his name had been listed in the final program. One newspaper editorial had implied that the National Conference had taken action to prevent his participation and the American Civil Liberties Union had raised a question as to whether there had been a violation of civil liberties. The Union had indicated its complete satisfaction when informed of the facts in the case. Mrs. Schmidt said that she had explained to the paper concerned that the meeting was sponsored by one of the Associate Groups, over which the NCSW had no control. This information received considerable publicity, but Mr. Altmeyer had decided not to write a formal letter to the Editor.

2. St. Louis Annual Forum. Mr. Proctor explained that the Conference was being subjected to considerable pressure by the convention bureau in St. Louis to release meeting rooms during the pre-Conference period and the week of the Annual Forum earlier than was our normal practice. He felt that this represented a growing tendency on the part of convention bureaus and would mean that both the NCSW Program Committee and the Associate Groups would have to start their program planning earlier in the future. It was agreed that the situation should be reported to the Associate Groups and they should be asked to give their anticipated requirements for pre-Conferences meetings three years in advance, with definite commitments one year in advance.

3. Regional Institutes. Mr. Hoffer reported on two of the regional institutes on professional writing in social welfare which had been held in cooperation with the state conferences in Illinois and Ohio. He had attended both and considered that they had been highly successful. Six members of the NCSW staff took part in the Ohio institute. Subcommittee B would be asked to recommend what the next steps, if any, should be on this project.

4. International Conference of Social Work. Miss Williams reported briefly on the Athens meeting of the ICSW Executive Committee which she and Mr. Hoffer had attended in September. She outlined the plans for the Munich Conference program and the official study tours being sponsored by the ICSW in connection with that Conference. She also described the arrangements for U. S. participation in the Munich Conference as they had been developed by the U. S. Committee.

5. Corporation Memberships. In response to a question, Mr. Hoffer said that the solicitation of corporation memberships had just been started and it was therefore too early to know what the response was going to be. It was suggested that this type of membership should not be limited to corporations but should be extended to other large groups, particularly the labor unions.

V. Subcommittee meetings

The four Subcommittees met from 11:15 A. M. to 3:00 P. M. to consider the items assigned to them.

VI. Approval - Reports of Subcommittees

A. Subcommittee A - Wayne Vasey, Chairman

1. Annual Forum Program. Mr. Vasey reported on the discussion in the Subcommittee of the situation arising from the fact that the funds for the Lindeman Memorial Lectures, which had been made available by the Russell Sage Foundation, would be exhausted after the 1956 Annual Forum. He said the Subcommittee recommended that there should be at least one lecture each year designated as the Lindeman Lecture and that the scope of the lectures should be broadened to include the contribution of the law, religion, medicine and the humanities to social work.

The Subcommittee felt that efforts should be continued to find financial support so that an honorarium and expenses could be paid to the lecturers. It was suggested that the Social Science Research Council might be of assistance and that approaches might be made to other organizations representing the various disciplines, with a view to securing cooperation, perhaps the exchange of lecturers between the NCSW and such organizations.

These recommendations were all approved by the Executive Committee.

Mr. Vasey said the Subcommittee recommended that the Executive Committee should prepare a list of basic issues and problems requiring forum consideration for the 1957 Program Committee. The Subcommittee suggested that the outgoing Program Committee should be asked for their suggestions for this and their comments on the list of issues which had been prepared for them. This was approved by the Executive Committee.

2. Audio-Visual Aids. The Chairman said the Subcommittee had approved the rules and regulations covering exhibitors which were being used for 1956.

The Subcommittee felt it would be desirable to develop some new kinds of special exhibits to replace the old Case Records Exhibit, which was abandoned in 1954. Since the Council on Social Work Education was developing various materials which might be useful, it was recommended that nothing should be done on this project at the present time. The Subcommittee approved the idea of inviting the Department of Health, Education, and Welfare to prepare a special educational exhibit for the 1956 Annual Forum, for which the Conference would provide free space, in addition to the regular booths of the various units of the Department.

On the recommendation of the Subcommittee a request that Atlantique be allowed to share the booth of the U. S. Committee - ICSW was refused. However, an alternative was suggested. If an ICSW booth were established with the U. S. Committee as sponsor, agencies like Atlantique would be allowed to share the booth. In this event, the principal sign or banner should list the ICSW with the U. S. Committee ICSW subordinated to the ICSW and with no reference to sharing agencies in this principal sign or banner.

Mr. Vasey outlined the project referred to in the administrative report, by which Miss Tickell was serving as a consultant to the Conference with the major assignment of trying to develop the commercial exhibit program. He said the Subcommittee felt it was too early to evaluate its success and therefore recommended that the Officers be authorized to reach a decision in March concerning the continuation of her services for another year. This was approved by the Executive Committee.

Mr. Vasey reported that revision of the procedures for handling exhibit applications required approval, assignment and notification with a period of two or three weeks following receipt. This meant that when applications were received from organizations or firms not previously approved by the Executive Committee some way was needed for acting on them. The Subcommittee recommended and the Executive Committee approved that the President and Executive Secretary should be authorized to consider and act on such applications. Only those about which they had question would be referred to the full Executive Committee.

3. Promotion of Annual Forum. Mr. Vasey said that the Subcommittee had considered and approved the procedures now in operation, involving (a) wide distribution of the Advance Notice; (2) concentration of direct mail to individuals and organizations in the geographical area immediately surrounding the Annual Forum city; and (3) use of the preliminary program as the most effective piece in stimulating attendance.

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He reported that the Subcommittee felt the national staff should take more responsibility for the preparation of background and promotional materials for the local sponsoring committee for the Annual Forum and for planning and coordinating the promotion efforts of the local committee in the Annual Forum area, even if this should necessitate additional staff time before the opening of the Forum.

The Chairman reported that the Subcommittee unanimously recommended that the staff consider the possibility of increasing the distribution of the preliminary program which, in its view, often provided the final impetus to persons who were undecided about attendance. The Subcommittee recognized that this was an administrative matter and that it was necessary to set some limits but hoped ways could be found so that the office could respond more generously to requests for the program, particularly for use within agencies.

4. Public Relations. Mr. Vasey said that Mrs. Schmidt had outlined for the Subcommittee the procedures used in preparing material for distribution to the press at the Annual Forum. She had pointed out that one of the difficulties involved was the unavailability of many manuscripts sufficiently far in advance to permit adequate processing. The Subcommittee recommended that additional efforts be made to impress speakers with the necessity for getting manuscripts in by a given date.

Mrs. Schmidt had told the Subcommittee that with respect to radio and TV, the staff felt the Conference has been very successful in lining up locally originated programs through the help given by the local sponsoring committees or the staff persons assigned by them to do this job. However, because of financial and staff limiations, it was her feeling the Conference had not succeeded in doing an adequate job on network programs.

The Chairman reported that the Subcommittee recommended that the public relations directors of the Associate Groups be asked to take more responsibility for making the contacts necessary to secure network radio and TV time and also for uncovering and processing material from the Associate Group programs which might lend itself to publicity. It was suggested that Mrs. Schmidt arrange a meeting with them, possibly in March, in which these matters might be considered. The Subcommittee felt that the Associate Groups would be willing to give the time necessary for this since the results would undoubtedly be more effective publicity for them, as well as for the Annual Forum and the social welfare field.

Mr. Vasey reminded the Executive Committee of the discussion in last year's meeting of the need for a coordinated national program of public relations for the field. Following this, the Conference

officers and Mr. Hoffer had discussed the matter with the Assembly officers. Since no formal action had been initiated, the Subcommittee felt that such a meeting as the one proposed might be a legitimate way for NCSW to take responsibility for a first step toward this goal.

5. Site and Time of Future Annual Forums. Mr. Vasey said that the Subcommittee had considered the letter from the California Conference which pointed out some of the difficulties encountered by it (loss of membership, chiefly) resulting from having the Annual Forum in California. He said the California Conference had also requested that the NCSW should not come to California in the even-numbered years, since this interefered more seriously with the state conference program.

After full discussion of the problem, the Executive Committee agreed that it was necessary to consider 1959, 1960 and 1961, since the decision concerning 1959 would have an important bearing on plans for the two following years. Mr. Hoffer pointed out the desirability of having the Executive Committee choose a region, rather than a particular city, as this gave the staff much greater lee-way in negotiating with convention bureaus.

The following schedule was agreed upon:

1959 - 1. West Coast, in which would be included the Mountain States
2. East Coast
1960 - 1. East Coast (assuming the 1959 Annual Forum is on the West Coast)
2. Middle West (if the 1959 Annual Forum is on the East Coast)
1961 - 1. West Coast (if the 1959 Annual Forum is on the East Coast)

B. Subcommittee B - Mrs. Eveline Burns, Chairman

1. 1956 Annual Forum Publications. Mrs. Burns said the Subcommittee had reviewed the publications program of the Conference and made the following recommendations for 1956:

a. That the procedure of the past year for SOCIAL WELFARE FORUM and CASEWORK PAPERS be followed;

b. That a volume of papers in group work and community organization be published in 1956 and be subsidized, if necessary, from the publications reserve to the extent of $500, because of the great need for literature in these areas; that the selection of the papers for this volume be made by a committee appointed

by the President as is done for the casework volume;

c. That the Editorial Committee determine if an additional volume on a special subject of timely interest should be published (similar to those on the aging, social security, desegregation and integration); that if their decision is in the affirmative, the staff should explore the possibility of publishing such a volume without expense to the Conference.

These proposals were approved by the Executive Committee.

Mrs. Burns reported that the Subcommittee had also considered the situation arising from the fact that an increasing number of meetings of the Annual Forum are conducted as panel discussions and therefore no papers are available for the Proceedings. The Subcommittee proposed that the Program Committee should be asked to consider the possibility of securing well qualified reporters for some of these meetings to prepare reports which would be considered by the Editorial Committee on the same basis as other manuscripts. It was agreed that the Program Committee should be urged to do this.

The Subcommittee had also taken up the matter of making single copies of manuscripts available to persons wishing them. It was recommended that all such requests received by the Conference should be forwarded to the author so that he might know of the interest in his talk and would also make the decision as to whether or not a copy was to be supplied. This was approved by the Executive Committee.

Mrs. Burns indicated that the Subcommittee wished to go on record as protesting any major substantive changes in manuscripts being published by the Conference without the express approval of the author.

2. Conference Bulletin. Mrs. Burns said the Subcommittee had reviewed the Conference Bulletin and approved the present policy of using it as a house organ. The Subcommittee commended the improvements made in recent issues and encouraged continued efforts along these lines, suggesting more personal items regarding staff and committee members and the listing of recent publications in the social welfare field, which might be suggested by members. The Subcommittee regretfully recognized the limitations imposed by budget and staff time. The promotion of advertising for the Bulletin was approved. All these comments and recommendations were approved by the Executive Committee.

3. Book Service. The Chairman reported that the Subcommittee recommended the continuation of the book service, i. e. offering a selected list of books in the social welfare field to NCSW members at a discount. The Subcommittee felt the 1956 list should be as inclusive as possible with all publications of high quality, and the list to be approved by mail by the Subcommittee members. It would be desirable also to list recent significant U. S. Government documents containing material of interest to social workers, with information as to how these could be obtained. These recommendations were approved.

4. Regional Institutes on Professional Writing. The Subcommittee had considered the regional institutes on professional writing, jointly sponsored with three state conferences, which Mr. Hoffer described in presenting the administrative report. The Subcommittee felt that this had been an important demonstration project but that the NCSW should not continue sponsorship of such institutes on a regular basis but should encourage the state conferences to continue the activity if there seemed to be a demand. The Executive Committee agreed with this point of view.

C. Subcommittee C - Maurice Hunt, Chairman

1. Membership. Mr. Hunt reported that the Subcommittee had discussed membership problems with Mrs. Schmidt. The Subcommittee recognized that some of the problems are peculiar to the NCSW, since they involve the relationship between membership and attendance at the Annual Forum. While sympathetic with the difficulties, they felt there was little they could suggest that was not being done.

The Subcommittee suggested that consideration be given to having the sponsoring committee which is set up each year in the Annual Forum city assume a continuing responsibility for encouraging persons in the area who join at the time of the Annual Forum to continue their memberships in the next year.

It was also suggested that more effort should be made at institutes sponsored with state conferences to point out the identification with the NCSW. It was felt that many in attendance never realize they are receiving a service from the NCSW and that not enough had been done to solicit memberships on these occasions.

Mr. Hunt indicated that the Subcommittee believed that prospects for substantially increasing lay attendance and/or memberships were slim, but that efforts along these lines should be continued.

2. Membership Participation. Mr. Hunt said the Subcommittee had reviewed the Executive Committee instructions and recommendations (based on previous actions of the Committee) which had been included in the Handbook for the 1955 Committee on Nominations. The Subcommittee recommended that the same provisions should be forwarded to the 1956 Committee.

The Chairman reported that the staff had raised a question about whether letters should be sent to candidates who were defeated in Conference elections and that the Subcommittee felt this would be desirable. After some discussion, it was agreed that a report on the election results should be sent to all candidates immediately after the election so that they would be informed before the announcement in the Conference Bulletin. This should be accompanied by a letter which would be expected to vary for those elected and those defeated.

3. NCSW and Social Action. Mr. Hunt summarized the discussions of this subject in recent meetings of the Executive Committee and described the annual meeting of members held in San Francisco which had been devoted to a discussion-in-the-round of the subject "After Talk, What?" The Subcommittee felt that further attention should be given to this because of the interest expressed by the membership in San Francisco.

Mr. Hunt said there might be a meeting in St. Louis sponsored by the Committee on Methods of Social Action dealing with the social action function of the various national agencies, which seemed highly desirable in view of the lack of information and the misconceptions which had been evidenced at San Francisco.

The Subcommittee recommended that the Conference continue to publish in the summer issue of the Bulletin an article on "Highlights of the Annual Forum." This should be based primarily on the reports of the Section and Committee chairmen and should bring out the major problems and issues discussed in the meetings.

The Subcommittee also recommended that the annual meeting of members at St. Louis should be devoted to some aspect of this subject, perhaps with some discussion of the nature of social action and an analysis of what the implications would be for the Conference if it should change its function to include social action.

These two recommendations were approved by the Executive Committee.

4. Associate Group Relationships. Mr. Hunt reported that the Subcommittee recommended approval of the following organizations as Associate or Special Groups for 1956:

American Jewish Committee
Girl Scouts of the USA, Metropolitan Councils Conference
United Housing Foundation

He said that the Subcommittee had gone over the list of prospects for Associate Group status with which the staff had been negotiating and recommended adding the following to the list:

Arthritis and Rheumatism Foundation
Muscular Dystrophy Associations of America
National Association for Retarded Children
National Multiple Sclerosis Society
National Rehabilitation Association

These recommendations were accepted.

He then reported on the discussion in the Subcommittee of the position to be taken with regard to Associate Groups who request a waiver or a reduction of the Associate Group assessment. It was the feeling of the Subcommittee that the assessment was no longer in an experimental stage and that the organizations had had ample time to adjust their budgets to cover it. After some consideration, the Executive Committee voted that beginning with 1956 no organization should be accepted as an Associate Group unless it made at least some token payment, as an indication of its acceptance of the principle of the assessment. The staff was instructed to inform the organizations requesting a waiver of this decision.

The Executive Committee also agreed that all organizations should be asked to pay at least the minimum amount ($100. for Associate Groups and $50. for Special Groups) during the next fiscal year, i.e. in relation to the 1957 Annual Forum. The staff was instructed to write immediately to organizations requesting a reduction informing them of this action so they could plan accordingly in developing their 1957 budgets.

5. State Conference Relationships. Mr. Hunt said that the Subcommittee had given some attention to this matter but felt it was not possible to make any specific recommendations at this time. He reminded the Committee that a meeting was being held in New York on December 5 of representatives of state conferences and state planning organizations, under the sponsorship of the NCSW, the Community

Chests and Councils of America and the National Social Welfare Assembly. This was an outgrowth of the discussion of state conferences in last year's meeting of the Executive Committee. The Subcommittee considered this was a desirable step and hoped Mr. Hoffer and Mr. Proctor, both of whom would be attending, would offer the full cooperation of the Conference in any program of action decided upon.

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D. Subcommittee D - Arch Mandel, Chairman

1. Bylaws for the Conference. Mr. Mandel said that the Subcommittee had not been able to consider this subject because of lack of time, and the fact that the draft had not been distributed in advance. The Subcommittee recommended that the matter be put on the agenda of the next meeting and the draft of the bylaws be distributed to all members of the Executive Committee for prior study.

2. Selection of Auditor for the Conference. The Chairman said the Subcommittee recommended that the pattern followed in recent years be repeated for 1955, i. e. the audit to be made by Miss Helen Morrell of Columbus and reviewed and signed by John R. Vagnier, a certified public accountant. This step was required in order to meet the constitutional requirement that the audit be made by a certified accountant, which Miss Morrell was not.

3. Change of Name. Mr. Mandel reported the recommendation of the Subcommittee that the question of changing the name of the Conference to National Conference on Social Welfare should be submitted to the membership, in the form of a constitutional amendment, for a formal vote, unless there was an indication of widespread opposition to the change after the memebers had had an opportunity to read the article on the subject in the Fall issue of the Bulletin. The Executive Committee approved the recommendation, and it was decided that the ballot should contain a statement that the change was recommended by the Executive Committee in the belief that the new name more accurately reflected the program and activities and scope of the organization.

VII. Approval - Financial report for 1955 and budgets for 1956 and 1957

Mr. Mandel said that Subcommittee D had carefully studied the financial reports for 1955 and the proposed budgets for 1956 and 1957. According to present estimates, the Conference would end the year in a good financial position and would need no funds from the Annual Forum Reserve for San Francisco expenses, instead of the anticipated $7500. (See Attachment #1 for actual figures for 1955). This favorable position resulted chiefly from two factors: the income received by the Conference from the train tour to San Francisco and the income from registration which exceeded expectations.

Subcommittee D recommended the acceptance of the financial report for 1955 and this was approved by the Executive Committee.

Mr. Mandel then presented the proposed budget for 1956 (see Attachment #1). In response to a question he said that the registration income was based on an anticipated registration of 5600 which the Subcommittee believed to be conservative for St. Louis. The proposed 1956 budget was recommended for adoption, and this was approved by the Executive Committee.

Mr. Mandel explained that a tentative budget for 1957 was being presented at this time in order to have approved figures for submission to the National Budget Committee in March, 1956. He pointed out that the figures very closely approximated those in the 1956 budget and said that Subcommittee D recommended adoption of the 1957 budget. This was approved with the understanding that only the totals were being considered at this time, and the Executive Committee would consider the 1957 budget in detail in November, 1956.

The Chairmen went over the six reserve funds maintained by the Conference and explained the nature of each. He said the subcommittee recommended a change in the purpose of the Annual Forum Reserve to the following: "For services and activities designed to improve the Annual Forum program and its contribution to the field of social welfare and to increase Annual Forum income." The Subcommittee also recommended that $2500. be taken from this Reserve in 1955 for the promotion of commercial exhibits. In principle, the Subcommittee approved taking $5000. from the Reserve in 1956 and $2500. in 1957 for the same purpose. It was proposed, however, that the final decision on the continuance of Miss Tickell's employment on this project beyond May, 1956 should be made by the Officers in March. The Subcommittee also recommended that all income from commercial exhibits should be placed in the Annual Forum Reserve up to the amount withdrawn. Any income beyond this should go into Account No. 141 - Commercial Exhibits. These recommendations were approved.

Mr. Mandel explained that the Contingency Reserve was to be used only to meet a financial crisis resulting from unforeseen developments.

The Subcommittee recommended that the Life Membership Rotating Fund should be replenished to the greatest extent possible from the Special Projects Reserve. This was approved.

In line with the proposal of Subcommittee B, it was agreed that the Publications Reserve should be built up to $500. and that, in accordance with the recommendation of the Subcommittee, an amount not to exceed $500. should be spent from this Reserve in 1956 to subsidize the publication of "Group Work and Community Organization."

Mr. Mandel said that the Eduard C. Lindeman Memorial Fund would be exhausted following the 1956 Annual Forum. After that the Subcommittee recommended that its purpose be broadened to: "bring about a closer collaboration between social welfare and allied fields," and that efforts be continued to find funds to replenish the Reserve. This was approved by the Executive Committee.

Subcommittee D recommended the expenditure of $4700. as indicated below from the Special Projects Reserve for research activities designed to increase membership and improve program content of the Annual Forum:

NCSW Research Assistantship at the School of Social Administration, CSU	$1200.
Administrative Services	1000.
Equipment and Supplies, including rentals	1000.
Membership Promotion	1500.

This was approved by the Executive Committee

Mr. Mandel said that the Subcommittee had spent some time going over the suggested figures for 1959 expenditures ("Amount required to do job effectively"). He reminded the Committee that the National Budget Committee asks for such figures on a functional basis, in order to get some picture of where the program emphasis of each organization would be placed if it were able to secure adequate funds.

The Subcommittee recommended approval of the increase of $17,000. for Annual Forum Administration. This was approved.

He said the Subcommittee had raised some question about the proposed increase of $15,505. chiefly for publication of a new quarterly journal. After some discussion, the Executive Committee voted to leave the amount in the 1959 expenditures but to change the purpose to: "For improvement and expansion of the Conference Bulletin." This would be along the lines proposed by Subcommittee B.

The Subcommittee had also had some question about the proposed increase of $20,000. mainly for field service to state conferences. After consideration, the Executive Committee decided to change the amount in the 1959 budget to $15,000. (an increase of $10,000.) and to change the purpose to: "Field Service. To provide consultation service to state conferences upon request by trained professional personnel." It was pointed out that this was in line with the function already being performed by the Conference in a very limited way.

The Subcommittee recommended that the proposed increases for International Social Welfare, Membership Promotion and Processing and Membership Participation be approved as submitted. This was adopted by the Executive Committee.

Mr. Mandel said that the Subcommittee felt further study was needed of the future activities of the Conference in the area of Special Conference Services. In view of this, it recommended that no funds should be placed in the 1959 budget for this purpose at the present time. This was agreed upon by the Executive Committee.

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VIII. Action - Nominations for NCSW Awards

Mr. Hunt reported that Subcommittee C had had a lengthy discussion of the whole question of the Conference Awards and the recipients for 1956. Although some members of the Subcommittee had serious question about the desirability of giving the Awards, the others felt the procedures for selecting the recipients needed revision, the Subcommittee had carried out its instructions and selected six possible recipients for consideration by the Executive Committee and transmittal to the Officers for a final decision in March. After consideration, the Executive Committee decided that only one Award should be given in 1956.

It was then decided that an ad hoc committee should be appointed to consider the question of whether the Awards should be continued and if so, the criteria and procedures to be followed in selecting the recipients. Subcommittee C presented a number of questions which, on the basis of its experience, needed to be taken into account, such as:

1. Is the main purpose of the Awards to recognize creative achievements, particularly by younger workers in the field, or is it to reward long and outstanding service to the field?

2. If the former, how can we secure suggestions that are more in line with the purpose of the Awards?

3. Should the selection be made by the Executive Committee or by a special ad hoc committee?

4. If Subcommittee C is to continue to have the responsibility for the first screening of suggestions, what arrangements can be made for allowing sufficient time for the job?

5. What procedure should be followed for verifying data and recommendations submitted?

6. Is it desirable to shut off suggestions at a certain date and give no consideration to names submitted later by members of the Subcommittee or the Executive Committee?

7. Are the Awards open to non-Americans?

Mr. Youngdahl presented the report of the Program Committee outlining the tentative plans for the 1956 Annual Forum which had been distributed with the agenda. Some questions were raised about the proposed General Session on "Implications of Scientific and Technical Change," for which no speaker had yet been invited. It was suggested that the Program Committee might consider substituting "Disability Insurance" or some aspect of international social welfare for this topic.

A number of comments and suggestions concerning subjects for the Sections and Common Service Committee meetings were made, all of which Mr. Youngdahl indicated would be forwarded to the appropriate chairmen.

X. Approval - Report of the Committee on Staff Personnel

Mrs. Moore, Chairman of the Committee on Staff Personnel, reported that the Committee had met in Columbus on October 18. She submitted four recommendations of the Committee, all of which were approved:

1. Change of title of the Grade 1 and 2 positions in the pay plan from Secretary-Stenographer to Secretary I and Secretary II.

2. Upgrading of Dorothy Hankins from Administrative Assistant I to Administrative Assistant II and of Eula Wyatt from Administrative Assistant II to Administrative Officer. This recommendation was based on added responsibilities to be assumed by the individuals and the lower degree of supervision required.

3. Revision of the pay plan by eliminating Step No. 1 of each grade and making Step No. 2 the minimum for the grade. The regular 25% range for each grade is to be retained and divided into five equal annual increments, with the new base.

4. The anniversary dates (for automatic salary increments) to be adjusted to January 1 or July 1 prior to the present anniversary date of each employee. This is primarily to simplify bookkeeping.

The staff members present were asked to leave the meeting and following motions were made and adopted:

1. The range of the Executive Secretary's salary should be increased to $12,000. - $15,000. per year, with annual increments of $600. and the present Executive Secretary's salary should be $12,600. effective January 1, 1956.

2. Ruth Williams' salary should be increased to the top step of her present grade beginning with her next anniversary date (January 1, 1956).

3. The President was authorized to increase the present Staff Personnel Committee, and the Committee should make a comprehensive review of the present pay plan, with special attention to bringing salaries into line with comparable positions in other national agencies.

XI. Other business

There was no other business.

XII. Time and place of next meeting

The Executive Secretary announced that the Officers would meet in New York City on Monday, March 19.

Respectfully submitted,

Val M. Keating, Secretary

Minutes
Attachment #1
January, 1956

Financial Information

for

National Budget Committee

January, 1956

National Conference of Social Work

Columbus, Ohio

NATIONAL CONFERENCE OF SOCIAL WORK
Columbus, Ohio

TABLE I
INCOME

Item	1955 Jan-Dec Actual	1956 Jan-Dec Operating Budget	1956 Jan-Dec Approved NBC	1957 Jan-Dec Requested
Cash and Securities On Hand, January 1	$10,169.40	$ 8,000.	$12,062.	$ 8,000.
Cash	6,100.22			
Securities	4,069.18			
Less Working Balance	8,000.00	8,000.	8,000.	8,000.
Net Available for Budget	$ 2,169.40	None	$ 4,062.	None
Earnings				
Memberships Sub-Total	$69,143.50	$63,060.	$62,745.	$63,115.
100 Renewals	53,348.00	52,140.	51,445.	50,715.
110 News	15,795.50	10,920.	11,300.	12,400.
Regis. Fees Sub-Total	$24,794.00	$26,600.	$26,000.	$27,550.
120 Fees	24,794.00	26,600.	26,000.	27,550.
Publications (Gross) Sub-Total	$ 9,677.46	$ 9,400.	$10,300.	$10,350.
130 Sales & Adv.	9,677.46	9,400.	10,300.	10,350.
Exhibits Sub-Total	$13,135.15	$13,700.	$12,050.	$13,700.
141 Booths	11,507.50	12,000.	10,800.	12,000.
143 Comb. Book Exhibit	1,627.65	1,700.	1,250.	1,700.
Contribut. Funds Sub-Tot.	$ 195.00	$ 200.	$ 200.	$ 200.
150 Contributions	195.00	200.	200.	200.
Miscellaneous Sub-Total	$13,643.91	$12,500.	$11,100.	$11,500.
161 Interest	944.21	1,000.	800.	1,000.
162 Other	3,699.70	1,500.	300.	1,500.
163 International Conf. of Social Work	9,000.00	10,000.	10,000.	9,000.
Total Income (Inc. Net available for budget)	$132,758.42	$125,460.	$126,457.	$126,415.
Total Expenditures	121,720.04	125,160.	/////////	/////////
Surplus	$11,038.38 1/	$ 300. 2/		

1/ Surplus was transferred to Reserves (See Exhibit E) on December 31, 1955.
2/ Surplus of $300.00 is to be transferred to Reserves.

NATIONAL CONFERENCE OF SOCIAL WORK
Columbus, Ohio

TABLE II
LINE ITEM EXPENDITURES

Item	1955 Jan-Dec. Actual	1956 Jan-Dec. Operating Budget	1956 Jan-Dec. Approved NBC	1957 Jan-Dec. Requested
200 Sales & Wages Sub-Tot	$53,909.99	$60,260.	$58,000.	$62,090.
201 Prof. & Admin.	25,894.80	29,365.	27,250.	29,500.
202 Sec. & Clerical	23,547.48	26,395.	25,600.	27,840.
203 Main. & Custodial	725.17	300.	875.	300.
204 Retirement	3,719.54	3,900.	3,975.	4,150.
205 Other	23.00	300.	300.	300.
210 Admin. Serv. Sub-Tot	$30,367.42	$33,350.	$33,375.	$33,250.
211 Tel. & Tel.	1,370.41	1,100.	1,100.	1,100.
212 Postage	3,583.03	4,100.	4,100.	4,000.
213 Office Supplies	2,899.04	2,600.	2,600.	2,600.
214 Express-Hauling	353.88	750.	575.	750.
215 Office Print.-Mimeo	5,002.81	6,800.	7,750.	6,800.
216 Printing-Other	17,158.25	18,000.	17,250.	18,000.
220 Travel-Per Diem S-Tot	$14,421.37	$10,900.	$11,900.	$11,100.
221 Staff	6,556.70	4,300.	4,550.	4,300.
222 Prog. Committee	1,594.87	1,800.	2,000.	1,800.
223 Nominating "	169.07	600.	600.	600.
224 Editorial "	390.05	300.	500.	300.
225 Executive "	3,835.18	3,000.	3,200.	3,000.
226 Other	1,875.50	900.	1,050.	1,100.
230 Rentals-Insur. S-Total	$17,089.31	$16,100.	$10,780.	$14,700.
231 Office	5,864.77	5,550.	5,650.	5,550.
232 Insurance	1,205.89	350.	230.	350.
233 Other	10,018.65	10,200.	4,900.	8,800.
240 Equip-Furnish. S-Total	$ 1,753.37	$ 1,950.	$ 2,400.	$ 1,575.
241 Repairs-Replace.	624.52	1,400.	1,350.	1,025.
242 New	1,128.85	550.	1,050.	550.
250 Miscellaneous Sub-Tot.	$ 4,178.58	$ 2,600.	$ 3,400.	$ 3,500.
251 Books	1,112.46	1,100.	2,600.	2,000.
252 Subs. & Adv.	1,075.70	1,000.	500.	1,000.
253 Unclassified	1,990.42	500.	300.	500.
260 Total Expenditures	$121,720.04	$125,160.	$119,855.	$126,215.

Note: The cost ($175.00) for an independent audit is included in Prof. & Admin. Salaries. No amount is included for legal services.

NATIONAL CONFERENCE OF SOCIAL WORK
Columbus, Ohio

TABLE III

BALANCE SHEET

Assets

Cash Balance, December 31, 1955		$ 4,172.46
Investments and Savings		
U. S. Savings Bonds, Series G	$ 9,000.00	
Savings Accounts	32,037.92	41,037.92
		$45,210.38

Liabilities

Reserves		
Annual Forum Reserve	$11,908.00	
Contingency Reserve	10,000.00	
Life Membership Rotating Fund	2,300.00	
Publications Reserve	500.00	
Eduard C. Lindeman Memorial Lectures	880.76	
Special Projects Reserve	11,621.62	$37,210.38
Working Balance		8,000.00
		$45,210.38

Book Value of Furniture, Fixutres and Equipment for Columbus and New York offices as of December 31, 1955 — $10,314.75

No other resources (reserve funds, bequests, etc.) are available to this agency.

Arch Mandel, Treasurer

NATIONAL CONFERENCE OF SOCIAL WORK
Columbus, Ohio

TABLE IV

Estimated Functional Expenditures

	Item	1955 Jan-Dec Actual	1956 Jan-Dec Operating Budget	1956 Jan-Dec Approved NBC	1957 Jan-Dec Requested	Annual Amt. needed to do Job Effectively by 1959
	a	b	c	d	e	f
a.	A. F. Admin.	$64,260.	$65,010.	$59,555.	$65,215.	$81,260.
b.	Publications	16,800.	17,500.	15,000.	17,700.	32,305.
c.	Services to State Conferences	4,650.	5,000.	6,000.	5,800.	14,650.
d.	International Social Welfare	11,150.	12,150.	13,500.	11,500.	18,650.
e.	Membership Prom. and Processing	12,760.	13,000.	15,500.	13,500.	20,760.
f.	Membership Participation	12,100.	12,500.	10,300.	12,500.	18,300.
	Totals	$121,720.	$125,160.	$119,855.	$126,215.	$185,925.

V. Estimated Functional Changes from Table IV

The requested 1957 expenditure budget of $126,215. is $4,495. or 3.6% more than the 1955 expenditures, $1,055. or .8% higher than the 1956 proposed budget, but $6,365. or 5.3% more than the 1956 budget of $119,855. approved last year by the National Budget Committee.

The increases reflect the present "automatic" salary increases and small amounts to meet the rising costs.

The Effective Budget for 1959 reflects the need to adjust the Pay Plan of the Conference to the level of other comparable national organizations and the need for additional staff to discharge more adequately the present work of the Conference.

a. Annual Forum Administration

	Budgeted (1956)		Requested (1957)		Effective (1959)	
1955	Amt.	Net Change	Amt.	Net Change	Amt.	Net Change
$64,260.	$65,010.	$ 750.	$65,215.	$955.	$81,260.	$17,000.

The effective budget (1959) would anticipate strengthening the Annual Forum as follows:

(1) Introducing more modern meeting and discussion methods including increased audio-visual aids.

(2) Providing additional and timely secondary common services, e. g. Public Relations Consultation; Educational Exhibits, etc.

(3) Providing funds for at least one meeting of the six Section and Common Service Committees which now carry on their program-planning by mail.

(4) Extending the public relations program to take fuller advantage of the wealth of materials and opportunities provided by the Annual Forum for

nation-wide and year-round interpretation of social welfare -- fuller coverage by newspapers, magazines, radio, and TV, and more effective follow-up and reporting by those attending to their home communities.

(5) Providing funds for more outstanding speakers from related fields and business and providing increased staff service to NCSW Associate Group program committees.

b. Publications

	Budgeted (1956)		Requested (1957)		Effective (1959)	
1955	Amt.	Net Change	Amt.	Net Change	Amt.	Net Change
$16,800.	$17,500	$700.	$17,700.	$900.	$32,305.	$15,505.

The Effective budget (1959) would anticipate increasing the effectivness of the Publications program by:

(1) Increasing the number of manuscripts and recordings which can be used by individuals and organizations for in-service education in social action, interpretation and forum purposes.

(2) For improvement and expansion of the Conference Bulletin.

c. Services to State Conferences

	Budgeted (1956)		Requested (1957)		Effective (1959)	
1955	Amt.	Net Change	Amt.	Net Change	Amt.	Net Change
$4,650.	$5,000.	$350.	$5,800.	$1,150.	$14,650.	$10,000.

The Effective Budget would provide much needed increased services including:

(1) Field Service. To increase consultation service to state conferences upon request by trained professional personnel.

(2) Regional Institutes. Increasing the number of and improving the quality of regional institutes held in conjunction with state conferences. This would bring the resources of the NCSW to more people who cannot attend national meetings.

d. International Social Welfare

1955	Budgeted(1956) Amt.	Net Change	Requested (1957) Amt.	Net Change	Effective (1959) Amt.	Net Change
$11,150.	$12,150.	$1,000.	$11,500.	$350.	$18,650.	$7,500.

The Effective budget would increase the NCSW's participation in the U. S. While this is primarily the responsibility of the U. S. Committee of the ICSW it is believed that the National Conference should be making a greater contribution in stimulating interest in international social welfare.

e. Membership Promotion and Processing

1955	Budgeted (1956) Amt.	Net Change	Requested (1957) Amt.	Net Change	Effective (1959) Amt.	Net Change
$12,760.	$13,000.	$240.	$13,500.	$740.	$20,760.	$8,000.

The Effective Budget (1959) would provide some research facilities for a more factual approach to membership promotion, and to provide the resources to supplement the present direct mail appeal with personal promotion through membership committees, etc.

f. Membership Participation

1955	Budgeted (1956) Amt.	Net Change	Requested (1957) Amt.	Net Change	Effective (1959) Amt.	Net Change
$12,100.	$12,500.	$400.	$12,500.	$400.	$18,300.	$6,200.

The largest item in this category is for the Executive Committee, i. e. travel preparation and conduct of meetings, etc.

The Effective budget would provide funds to increase membership participation in the planning of the Annual Forum and regional meetings. This would help materially in making the Conference more responsive to local needs and basic issues as they arise in local experience.

18. a. Reporting to Membership. The summary of the financial report is published annually in the winter issues of the Conference Bulletin. The Treasurer reports briefly during the Annual Forum. In addition the full financial report is included as an attachment to the Executive Committee minutes.

b. Direct Services. It is the policy of the Conference to seek reimbursement for services rendered to national organizations for the following items: (1) Printing of their meetings and activities in the final program of the Annual Forum; (2) Notices and ads in the Annual Forum Daily Bulletin and other publications; (3) Booths for exhibits and consultation service at the Annual Forum. The Associate Group assessment fees ($955 - $4,500.) which are included in the memberships in Table II pay for part of the cost for Associate Group meetings and participation. The ICSW reimburses the Conference for most of the expenditures spent on its behalf. Publications are distributed free or are sold at cost to members. Non-members pay regular prices.

19. Working Balance

The Conference should have a working balance of at least $8,000. The largest share of the Conference income is received from membership and registration fees which are received at irregular intervals, and the working balance is needed to meet essential expenditures such as salaries, printing, etc. at regular periods.

20. Annual Audit

A copy of the audit is filed with the National Budget Committee.

11. Support Plan

The Conference expects to raise its 1956-1957 budget primarily through individual and organizational memberships and reimbursements for services rendered. The Executive Committee is considering the possibility of seeking additional funds to provide some of the services included in Effective Budget of Table IV. The sources of income which may be considered include: contributions from Community Chests; foundation support; corporation, institutional and organizational memberships, as well as life memberships.

The Conference is participating in the National Budget Committee process because it believes in the principle of national budget review, so that the local Community Chests, budget committees and agency boards of directors may have reliable data about the Conference when they are considering expenditures for some one thousand local agency memberships and attendance at the Annual Forum by staff members from local agencies.

EXHIBIT C

National Conference of Social Work

Pay Grades and Positions

Grade (Class Title)	Position Title	Annual salary (min.)		(max.)
1	*Secretary I (3)	$2165.	-	$2710.
2	*Secretary II (1)	2555.	-	3195.
3	*Admin. Asst. I (1-1/2)	2860.	-	3575.
4	*Admin. Asst. II (1)	3185.	-	3980.
5	*Administrative Officer (1)	3570.	-	4465.
6	(a) Executive Officer (b) State Conference Secretary I	4455. "	-	5575. "
7	(a) Business Officer (b) Assistant Executive Secretary (2) * (c) State Conference Secretary II	5565. " "	-	6960. " "
8	Associate Executive Secretary	7300.	-	9125.
9	Executive Secretary (1) *	12,000.	-	15,000.

Note:

Grades 1 - 5 are included in budget item #202 - Secretarial and Administrative Assistants
Grades 6 - 9 are included in budget item #201 - Professional and Administrative

*Positions authorized for 1956 Budget
The following staff are assigned to ICS W:
No. 7 Assistant Executive Secretary - half-time
3 Administrative Assistant I - half-time

EXHIBIT E

Analysis of Reserve Funds

	Balance Jan. 1, 1955	Expense	From Surplus	Balance Dec. 31, 1955
al Forum Reserve	$12,000.00	$ 2,092.00	$ 2,000.00	$11,908.00
Purpose: for services and activities designed to improve the Annual Forum program and its contribution to the field of social welfare and to increase Annual Forum income				
ntingency Reserve	10,000.00	-	-	10,000.00
Purpose: to meet a financial crisis resulting from unforeseen situations				
e Membership Rotating Fund	2,200.00	-	100.00	2,300.00
Purpose: for services and equipment to improve the Conference program and income				
blications Reserve	851.62	602.25	248.63	500.00
Purpose: for selected papers and other special Conference publications				
ard C. Lindeman Memorial Fund	2,041.38	1,160.62		880.76
Purpose: to bring about a closer collaboration between social welfare and allied fields				
ecial Projects Reserve	2,931.87	-	8,689.75	11,621.62
Purpose: for projects (primarily research) designed to increase general program and membership potential. Also for supplmenting Working Balance if needed.				
ND TOTAL	$30,026.87	$ 3,854.87	$11,038.38	$37,210.38